Job Description

Job Title: Palmyra Operations Manager
Job ID: 12048
Location: Hawaii
Full/Part Time: Full-Time
Regular/Temporary: Regular

ABOUT US
The Nature Conservancy is the world’s leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

POSITION SUMMARY
Located 1,000 miles south of Hawai‘i and an untold distance from civilization, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra is a 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands. Palmyra is a US Fish and Wildlife Service (USFWS) Refuge out to 12 miles and a Marine National Monument out to 50 miles. The Nature Conservancy owns Cooper Island, and manages the atoll in partnership with the USFWS.

Palmyra atoll also supports the most natural research station in the world, which is managed cooperatively between TNC and the Palmyra Atoll Research Consortium (PARC) – a consortium of world-renowned research institutions (see www.palmyra-research.org).

ESSENTIAL FUNCTIONS
The Palmyra Program Operations Manager is based out of our Honolulu office, and is responsible for ensuring that all operations of the Palmyra research station are conducted in a safe and efficient manner, and are done in compliance with all applicable laws and regulations. The Operations Manager is responsible for oversight of all of the Conservancy’s station facilities and equipment on Palmyra, and works closely with staff from The Nature Conservancy, the USFWS, and members of PARC.

This includes primary responsibility for the following functions:
• Ensures continuity of operations and facility management between rotations by Palmyra program staff.
• Works with Program staff to develop and ensure all Station Standard Operating Procedures, Protocols and Guidelines are implemented, up to date, and organized.
• Works closely with Program Director and others on recruiting and hiring of staff.
• Ensures all TNC Station staff members have applicable training and certifications.
• Develops and cultivates professional skills in staff.
• Works with Program Director and others to determine the research station budget. Makes purchases and tracks expenditures according to the budget. Creates budget analysis as needed to keep the Palmyra program budget in line.
• Processes invoice payments and CONCUR reimbursements, and manages expense tracking for the Palmyra program.
• Coordinates contract development with legal department, tracks progress on contracts and processes payments.
• Assists Coordinator and Program Director with research station logistics including communicating with travelers about trip requirements, processing required paperwork, making plane and research station reservations, and provisioning/packing of aircraft.
• Provides PARC with periodic updates on research station operations and science visits.
• Maintains a collaborative relationship with USFWS and PARC through interaction with the USFWS Refuge Manager and PARC members.
• Identifies volunteer needs for Palmyra program and solicits, screens, and selects suitable volunteers.

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• Maintains a flexible schedule to include possible mainland travel, some weekend and evening work, and travel to Palmyra to assure proper operation of the research station, and to maintain relationships with TNC staff, FWS staff, PARC members and others.

**BASIC QUALIFICATIONS**

When applying, please address how you meet all 5 basic qualifications in your cover letter.

• BA/BS degree in science, engineering, or related field and 5 years experience in facilities management or program operations management or equivalent combination of education and experience.
• Advanced working knowledge and understanding of equipment maintenance and infrastructure systems (marine, energy, water, sewage, etc.).
• Experience managing complex or multiple projects, including staffing, workloads, finances, transportation and other logistics.
• Proficiency in Word, Excel, PowerPoint to keep track of calendars, financial data, and other information.
• Experience communicating directions or tasks and collaborating with a team of people to ensure that goals are met and projects accomplished.

**HOW TO APPLY**

Please upload a resume and cover letter as one document by 5:00pm HST, June 3, 2010. Cover letter must clearly articulate how you meet all of the 5 basic qualifications.

**EOE STATEMENT**

The Nature Conservancy is an Equal Opportunity Employer.